

## 7 checks before you switch on Microsoft Copilot

Copilot respects the permissions your people already have. It does not add new ones. That is the whole risk in one sentence: a decade of quick shares, open Teams files and forgotten folders becomes searchable in plain language on day one. These are the seven checks REDD runs on a tenant before licences go on.

### 1 Which files and sites are open to the whole organisation?

Run the oversharing report before anything else. **"Everyone except external users" on a finance folder** is the most common finding, and Copilot will surface it in the first week.

### 2 Are sensitivity labels actually applied, or just configured?

Labels exist in most tenants and are applied in few. **Copilot uses them to decide what it will and will not quote**, so unlabelled confidential material is treated as ordinary.

### 3 Who still has guest access, and to what?

Former contractors, ex-clients, the accountant from three years ago. **Every guest with access to a site is a person Copilot will answer questions for** inside that site.

### 4 Is multi-factor authentication and conditional access on for everyone?

An AI assistant makes a compromised account far more productive for the attacker. **Copilot readiness starts with identity**, not with licences.

### 5 What is the retention policy on Teams chats and old SharePoint sites?

Copilot searches what still exists. **If nothing has been retired since 2018, everything since 2018 is in scope**. Retention is the fastest way to shrink the surface.

### 6 Who actually needs a licence, and what will they use it for?

Not everyone does. **Start with the people whose work is reading, drafting and summarising**, measure the return, and expand from there.

### 7 Is there a written acceptable use rule for AI, and has anyone read it?

One page: approved tools, what must never be pasted in, who to ask. **A rule people have read beats a policy nobody opens**, and it is the first thing a client or auditor will ask for.

### Want to know what Copilot would surface in your tenant today?

A REDD engineer will run the readiness checks on your Microsoft 365 tenant and show you exactly what an assistant could reach right now, what to fix first, and what it costs. No obligation, and the findings are yours either way.

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